



# NORTH UNION HIGH SCHOOL COLLEGE VISIT REQUEST FORM

The purpose of a college visit is to get information concerning a college a student may want to attend. Since choosing a college is such an important decision, it is advisable that parents attend all college visits with their child. Many colleges and universities host open houses on a Saturday for this purpose. The college open house format offers detailed information about the school and there are usually additional staff and students on hand to answer questions. If the college you are considering does not offer this option, then a weekday visit may be necessary. Spontaneous visits to colleges are not recommended. If a visitation has not been scheduled, the college representative may not have time to meet with you.

In order to have a college visit count as an excused absence, this form requesting permission to make a college visit must be completed and submitted 3 days prior to the visit. No exceptions to the three day rule. If the form is turned in after the three day period, it will count as a regular absence from school. The guidance counselor will review the form to determine whether it will be approved. If approved, the form will be returned to the student and must be completed by the appropriate college representative upon visitation of such college. Failure to have the form completed and/or returned to the high school office will result in an unexcused absence. This form must be returned to the high school office with the representative's signature and proof of your attendance.

**Seniors are permitted three college visits per year. This may be increased with a principal's pre-approval.  
Juniors may take two college visits per year.**

\*\*All students are responsible for any schoolwork missed on the day of the college visit.

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Date(s) requested to visit college: \_\_\_\_\_

College visiting: \_\_\_\_\_

College Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Appointment Contact (Name/Title): \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Name of person(s) making the college visit with you: \_\_\_\_\_

If approved, I understand that my child will be absent from school on the day requested and is doing so with my permission.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NUHS Approval: \_\_\_\_\_ Date: \_\_\_\_\_

College Official's Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Date of Visit: \_\_\_\_\_ Official's Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**Return the completed form to the high school office within 2 days of the absence(s) from school.**